

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



YOUTH SERVICES SPECIALIST

JOB CODE: 30019	PAY GRADE: 8	PAY RANGE: \$30,600 - \$48,960
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GENERAL DESCRIPTION

Under the direct supervision of the Project Administrator, the Youth Services Specialist is responsible for the development, coordination and implementation of the Pinellas County Sheriff's Office Police Athletic League programs and activities. The Specialist provides administrative assistance to the Project Administrator, scheduling and coordinating PAL activities. Work performance is reviewed through assessment of the effectiveness and quality of the Police Athletic League programming.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists in the recruitment and supervision of PAL staff, volunteers, etc.;
- Develops PAL programs and activities;
- Implements special community events;
- Reviews statistics to determine program outcomes and effectiveness;
- Reports activities/event progress to the Project Administrator;
- Identifies liability issues and oversees general safety;
- Assists in training personnel;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with an Associate's Degree
- 3 years' experience in sport, recreational, and educational program development and implementation; sport facility operations and management; knowledge of laws pertaining to non-profit organizations and sports risk management
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license



KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, analyze and interpret professional journals, technical procedures, governmental regulations and grant materials
- Ability to write reports and business correspondence
- Ability to work a flexible schedule
- Ability to capably develop, plan, and implement programming that is functional, operational, and meets the needs of the participant
- Ability to speak effectively to large and small groups
- Organizational skills
- Interpersonal skills
- Ability to use a variety of computer equipment and software unique to the job responsibilities and operational requirements
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 3 hours per day
- Drive up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist